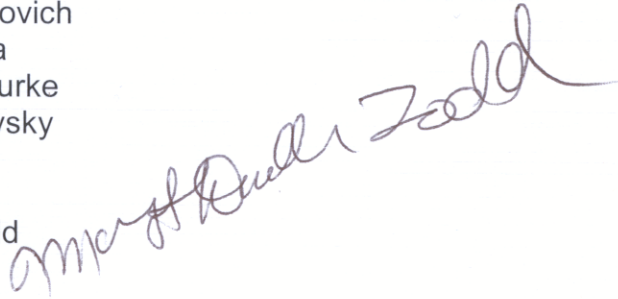


MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

February 7, 2006

TO: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

FROM: Margaret Donnellan Todd  
County Librarian



SUBJECT: **SECOND QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report covers the County Library's recruitment efforts for the second quarter--the months of October, November, and December 2005.

- A professionally designed recruitment brochure was produced and distributed to all community libraries and used for all recruitment activities.
- Recruitment Events--Many recruitment contacts were made including the following:

In November 2005, at the California Library Association convention in Pasadena, recruitment team members handed out more than 200 copies of the new brochures to the CLA attendees. During this conference, the Department also interviewed three candidates and placed them on the eligibility list; two of them are among the new hires of this quarter.

A Library Administrator made a presentation about County Library services and programs at the University of Hawaii in October to recruit new librarians. As a result, candidates were interviewed and placed on the eligibility list.

The Chief Deputy County Librarian made a recruitment visit to the library school at the University of Wisconsin-Madison in November; students asked for more information about the County Library. The follow-up information will be sent to them as the summer graduation date is approaching.



In March, at the Public Library Association (PLA) Conference in Boston, the Department has designated teams of recruiters to recruit PLA attendees from all over the country.

Arrangements to visit two graduate schools--Simmons College in Boston and University of Denver are scheduled.

- "Recruitment" was designated as one of the service goals for all Community Library Managers (CLMs) this year. Under the directions of the Library Administrators, the CLMs are in the process of developing a plan to assist with new librarian recruitment and retention at the local level. One of the Recruitment Task Force members has researched library recruitment programs and recommended that the recruitment plan of the Central Jersey Regional Library Cooperative (CJRLC) can be utilized to serve as a model recruitment plan. A draft plan will be finalized in the next quarter and distributed to all regions for their information.
- To assist and encourage both full-time and part-time staff to pursue their Master's degree in Library Science (MLS), the Public Library Staff Education Program (PLSEP) brochures from the California State Library were distributed to all community libraries and LHQ staff members. Under the "Public Library Staff Education Program," full or part-time staff members who have worked for a public library for at least a year are eligible to apply for tuition reimbursement in pursuing their MLS. In addition, the Department continues to investigate the establishment of a tuition reimbursement program for part-time employees and students not currently employed by the County.
- A total of 12 Librarian Interns from UCLA and San Jose State University have successfully completed their internship at community libraries during this quarter. The evaluation reports indicated that they had a positive experience with the County Library. Several interns indicated strong interest in applying for Librarian I positions with the County Library upon their graduation. One of the new hires during this quarter was an intern at one of our community libraries. A new group of Librarian Interns were interviewed in December and began to work at community libraries of different sizes in January 2006.
- Human Resources Department was finalizing the Student Professional Worker eligibility list. Beginning in January 2006, candidates will be placed at various community libraries to give them an opportunity to explore librarianship.
- In October, one of the Recruitment Task Force members spoke to UCLA Library School students and those who have shown interest in attending library school. It was an excellent opportunity to promote librarianship and highlight the career



opportunities with the County Library. In February 2006, another librarian who is an alumna of UCLA will make a presentation to the second-year library school students on how to prepare their portfolio for graduation. She will also share her work experience with the County Library and why she chose to work for the County Library.

- The Library Department is working with UCLA and Reforma to encourage increased recruitment for Hispanics and other underrepresented groups.
- During this quarter, the Department filled 10 Librarian I vacancies. Six librarian I employees left County employment for a net increase of four. Of the six who left, four left for higher salaries with other library jurisdictions, one left for personal reasons and one was discharged. As of the beginning of January 2006, the Department has 33 Librarian I positions vacant.

As stated in the October report, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain problematic. In the meantime, the Department is working hard to continue active recruitment measures to fill librarian vacancies.

MDT:rmo  
c\_Board Motion

c: David E. Janssen, Chief Administrative Officer  
Violet Varona-Lukens, Executive Officer, Board of Supervisors  
Board Liaisons